

47
ASPIRA, INC. OF NEW JERSEY

EXECUTIVE OFFICE • 106 HALSEY STREET • NEWARK, NEW JERSEY 07102 • (201) 642-4047

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July 9, 1984

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Mr. Robert W. Parsons Jr.
President
The Hyde and Watson Foundation
437 Southern Boulevard
Chatham Township, New Jersey 07928

RE: Leasehold Improvement Grant
to Aspira, Inc. of New Jersey

Dear Mr. Parsons:

On June 16, 1983 Aspira, Inc. of New Jersey received and deposited a check for \$9,700 from the Hyde and Watson Foundation for the specific purpose of:

1. Installment of an airconditioning system for the Program Office
2. drapes/venetian blinds for the Executive Office
3. Installment of an intercom system in the Agency

On June 15, 1983 a deposit of \$1,000 was given to Volpe Service, Co. for the installation of a 1/4 ton airconditioner. The installation was completed on July 1, 1983 at which time a balance payment of \$2,372 was provided to the Volpe Service, Co.

The airconditioner was a major priority because of the inhabitable conditions that existed prior to the installation.

The present program office has sealed windows and no ventilation system. It became totally impossible for staff and students to function in this setting.

It is now extremely conducive for work during the summer months.

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Mr. Robert W. Parsons, Jr., President
The Hyde and Watson Foundation

Ms. Maria Vizcarrondo-De Soto
July 9, 1984

Secondly, we were able to obtain a tremendous bargain for drapes with Ackerson Drapes, Co. for the Executive Office. In total the cost of the drapes \$846.00. We had projected that the drapes would cost 50% more. However as luck would have it we made our purchase during the Christmas season when there was better opportunity to negotiate prices.

The drapes were essential for various reasons. First of all the Executive Office has large windows and was in open view to the public. In a high crime area such as this location it is essential to eliminate the opportunity for would be thieves to take inventory of the equipment in the Executive Office. Of particular concern are the agency safe and computer which are located in the Executive Office.

Secondly, the heat of the sun make the office uncomfortable even though there is airconditioning.

Thirdly, it was difficult to work in the Executive office with the sun-rays that entered in late afternoon. All of these problems have been alleviated by the drapes.

We are still in the process of acquiring the intercom system.

We were forced to postpone this activity because we were faced with some new facility problems that had to be addressed.

First of all, the ceilings of both the Program Office and Executive Office were ruined with the heavy rains experienced during the year.

The landlord had to have the roofs repaired to withstand the elements. This took six months to be completed.

We then had to wait until the ceilings dried to be able to make repairs.

We will be moving on the intercom system during the Fall of 1984.

We are now looking at some alternative intercom systems (phone &/or door system) since there are a number of new innovative systems that were not available last year.

We have at present a balance of \$5,482. from the grant. We will submit a final report when the system is installed.

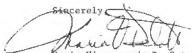
Mr. Robert W. Parsons, Jr. President
The Hyde and Watson Foundation

Ms. Maria Vizcarrondo-De Soto
July 9, 1984

We would like to thank the Hyde and Watson Foundation for this grant.
The improvements that have been made to date have resulted in a more conducive
work environment in the agency.

If you have any further questions please feel free to contact me.

Sincerely,



Maria Vizcarrondo-De Soto
Executive Director

encl: Expense report

MVDS/cn

Aspira, Inc. of New Jersey

Hyde Watson Grant

July 6, 1984

Received and deposited funds on 6/16/83	\$ 9,700
Expenditures to date (listed below)	4,218
Balance of funds remaining	\$ 5,482

Expenditures

<u>Date</u>	<u>Ck. No.</u>	<u>Vendor</u>	<u>Description</u>	<u>Amt.</u>
6/15/83	2774	Volpe Service, Co.	Deposit on 1/4 ton air-conditioner	\$ 1,000
7/1/83	2230	Volpe Service, Co.	Balance on air- conditioner	2,372
12/23/83	2234	Ackerson Drapes	Deposit on drapes for Executive Office	423
3/19/84	2236	Ackerson Drapes	Balance on drapes	423
Total Expenses to date				<u>4,218</u>